



## POSITION DESCRIPTION

<b><u>JOB TITLE:</u></b>	Chief Operating Officer
<b><u>REPORTS TO:</u></b>	President/CEO
<b><u>STATUS:</u></b>	Full-Time, Exempt, On-site required (Bridgeport, CT)
<b><u>SALARY RANGE:</u></b>	\$70,000-\$80,000

## OPPORTUNITY

### **PRIMARY OBJECTIVE:**

nOURish BRIDGEPORT, Inc. seeks a hands-on Chief Operating Officer (COO) with demonstrated management and programmatic experience to play a critical role as an integrator involved in all aspects of the organization's operations. The COO will lead a small staff and be expected to create an environment of strong team spirit, with timely and effective communications, a sense of urgency, and high motivation while functioning as the business leader and direct, administer, and coordinate the operations activities of the organization. The position requires a program-focused leader capable of multi-tasking who has a passion for the mission, strong management experience, and a clear understanding of working with people and human resources.

### **RESPONSIBILITIES:**

#### **Operations & Programs**

- Supervise day-to-day program operations and work closely with the President/CEO to identify challenges in operational processes and develop strategies to improve efficiencies.
- Participate in setting organizational strategy and operating goals. Translate strategy into operational plans.
- Collaborate and partner to ensure positive organizational culture.
- Hire, train, develop and evaluate program staff.
- Develop training programs for staff at all levels in order to raise the standards of performance, and ensure consistency and accountability.
- Help CEO develop and manage budgets for all programs.

- Support the President/CEO in her absence. Perform miscellaneous duties and projects as assigned.

**Building:**

- Plan and manage weekly/daily program and rental schedule.
- Negotiate and form new partnerships with potential renters as available.
- Manage and plan for routine building maintenance and renovations.
- Continually ensure high safety and sanitation standards at all times.

**Marketing:**

- Manage social media personnel and identify on-going opportunities for social media improvement that enables nOURish BRIDGEPORT to develop to its optimum potential.

**Data:**

- Track data using nOURish BRIDGEPORT dashboard.

**Volunteers:**

- Supervise and serve as a resource for the daily operations and activities of the Donor and Volunteer Coordinator.
- Ensure that staff and volunteers are appropriately trained for the activities they perform.
- Recommend operational improvements to improve efficiency, effectiveness, and continued growth.

**EXPERIENCE:**

- At least 5-7 years of increasingly responsible leadership/management positions including a keen understanding of nonprofit organizations and the dynamics of its operations.
- Strong relationship development skills, the ability to manage highly competent people to high levels of performance, and skill in establishing effective project management processes.
- Must exhibit excellence in leadership within the organization and community.
- Superior analytical and problem-solving skills.
- Comfortable and proficient utilizing the latest technological tools for communication, record-keeping, and management.

### **EDUCATION:**

- A Bachelor's Degree is required. Finance, administration, and human resources experience and/or disciplines are expected. Multi-lingual abilities would be very helpful.

### **PERSONAL ATTRIBUTES:**

- Excellent personnel management and a demonstrated commitment to high professional ethical standards.
- Ability to prioritize tasks and handle multiple projects simultaneously and delegate assignments to others.
- Proficient computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, etc.
- Excellent verbal and written communication and presentation skills.
- Detail oriented.
- Ability to make quick decisions, problem solve to achieve overall satisfaction while ensuring compliance with policy and financial standards.

### **BENEFITS:**

This is a 40-hour per week exempt position. Work hours are Monday through Friday with occasional weekend hours. The salary range is dependent on relevant qualifications and experience. The benefit package includes health and dental insurance as well as paid time off. Any offer is subject to a successful background check and drug test.

### **ABOUT NOURISH BRIDGEPORT:**

Established in 2009 and incorporated in 2010, nOURish BRIDGEPORT, Inc. is a food-centered, volunteer-powered, community-anchored 501c3, bringing hope to our City through direct service programs. nOURish provides groceries from our Super Food Pantry (~2000 individuals/week), Formula & Diapers from our Baby Center (~300 babies/year), Hot Meals from our Soup Kitchen (~100/week), Education from our English as a Second Language Classes (~100/week), & Hope from our Hearts. To address the lack of fresh, healthy produce available to distribute to our neighbors, nOURish has started the first non-profit indoor hydroponic farm in the state – with the goal of distributing fresh produce to 20+ pantries in Bridgeport year-round.

Our combined general operating and capital budgets have grown tremendously the last several years to \$800,000-\$1,000,000. We are governed by an active Board of Directors, facilitated by 25 staff, and dependent on 2500 volunteers/year to operate our programs.

To learn more about nOURish BRIDGEPORT, visit <https://www.nourishbpt.org/> and our Facebook Page: Facebook.com/nOURishbridgeport. Attached is the booklet from our recent fund-raiser: "Hope Blooms."

**EQUAL OPPORTUNITY EMPLOYER:**

nOURish BRIDGEPORT is an equal opportunity employer. All employees will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status. nOURish does not talk diversity, equity and inclusion; we live it.

**TO APPLY:**

Interested candidates are invited to please submit a cover letter and resume, and reference names and contact info. Please send to: [ReverendSaraSmith@gmail.com](mailto:ReverendSaraSmith@gmail.com) under the Subject: "COO position." Interviews to begin immediately, resume deadline: October 1, 2022.